

The Laminex Family of Companies



Since 1945



Since 1981



Since 1985



Since 1997

Memo

Regarding: Your New ID Card System or Access Control System Installation

Dear Valued Customer:

Congratulations of your new ID and/or Access Control system purchase. Prior to scheduling your install, we ask that you review, sign, and return this letter which outlines the actions you need to take to assure a successful install:

1. Please consult the minimum requirement guidelines on the next page if you are *supplying your own computer*. If you have any questions about your PC's capabilities, please have your IT personnel contact our offices immediately to consult with one of our Installers. This is a free call and we will help you as best we can. ***Please note that Macintosh and other non-Windows operating systems will not work with your new ID or Access Control system.***
2. ***The following items are your IT responsibilities prior to your install date. A rate of \$125 per hour will be charged in addition to our normal charges for any time our installers wait for you to accomplish any of these tasks once we are on site :***
 - a. WE WILL NEED full administrative rights to your system during the install. Please confirm that your IT resources will set Laminex up with an administrative logon prior to the install date or, be available to our technician on the day and time of the install.
 - b. Network configurations or IP addresses to be used/assigned for your new ID or Access system should be predefined by your IT department prior to your install date.
 - c. Installation of any 3rd party hardware or software required to meet the minimum system requirements needed for a successful ID or Access product installation.

We trust you understand that this is in all our best interest to cover these matters prior to the install being scheduled. If there are questions please phone us immediately. Otherwise, please indicate that you understand and agree to these terms by signing and faxing this letter back to us at 704-679-8453.

Your account manager will call you to confirm an install schedule once we have received an executed copy of this memo and any applicable deposits.

Thank you and we appreciate your business!

ACCEPTED BY: _____ DATE: _____

COMPANY NAME (please print): _____

**Laminex, Inc. / 4211 Pleasant Rd, Fort Mill, SC 29708 /
Toll Free: 800.438.8850 / Fax: 704.679.8453**

Minimum PC System Requirements

	ID Card System	Access Control System (not to exceed 20 doors)
Stand - Alone	<ul style="list-style-type: none"> ○ Windows XP – Service Pack 3 (or Vista or 7) ○ Processor Speed 1.2GHz ○ System Memory 512MB ○ Network Card 10/100 Ethernet ○ Hard Drive Space 40GB ○ Video Memory 32MB ○ CD/DVD ROM ○ 2 Unused Onboard USB ports (USB hub is not acceptable) 	<ul style="list-style-type: none"> ○ Windows XP – Service Pack 3 (or Vista or 7) ○ MS SQL 2005 Express – <i>only needed if system includes Waypoint Visitor Mgt add-in</i> ○ Processor Speed 1.2GHz ○ System Memory 512MB ○ Network Card 10/100 Ethernet ○ Hard Drive Space 40GB ○ Video Memory 32MB ○ CD/DVD ROM ○ COM Port for RS 232 Communications ○ 2 Unused Onboard USB ports (USB hub is not acceptable)
Networked (no more than 4 clients)	<ul style="list-style-type: none"> ○ Windows Server 2000/2003 ○ Processor Speed 1.4GHz ○ System Memory 1024MB ○ Network Card 10/100 Ethernet ○ Hard Drive Space 60GB ○ Video Memory 32MB ○ CD/DVD ROM ○ 2 Unused Onboard USB ports (USB hub is not acceptable) 	<ul style="list-style-type: none"> ○ Windows 2000/2003 Server ○ MS SQL 2005 Express – <i>only needed if system includes Waypoint Visitor Mgt add-in</i> ○ Processor Speed 1.4GHz ○ System Memory 1024MB ○ Network Card 10/100 Ethernet ○ Hard Drive Space 60GB ○ Video Memory 32MB ○ CD/DVD ROM ○ COM Port for RS 232 Communications ○ 2 Unused Onboard USB ports (USB hub is not acceptable)